

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA**

**BASIC FINANCIAL STATEMENTS  
WITH SUPPLEMENTAL INFORMATION SCHEDULES**

**JUNE 30, 2009**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date

1/27/10

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**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
BASIC FINANCIAL STATEMENTS  
WITH SUPPLEMENTAL INFORMATION SCHEDULES  
JUNE 30, 2009**

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CAMERON, LOUISIANA  
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## **BASIC FINANCIAL STATEMENTS**

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**MARY SUE STAGES, CPA**  
**A PROFESSIONAL ACCOUNTING CORPORATION**

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*Louisiana Society of Certified Public Accountants*  
*American Institute of Certified Public Accountants*  
*Association of Governmental Accountants*  
*Governmental Audit Quality Control Center*

**INDEPENDENT AUDITORS' REPORT**

The Honorable Carl Broussard  
Cameron Parish Clerk of Court  
P. O. Box 549  
Cameron, Louisiana 70631

We have audited the accompanying financial statements of the governmental activities and the aggregate remaining fund information of the Cameron Parish Clerk of Court as of June 30, 2009, which collectively comprise the Court's basic financial statements, as listed in the table of contents. These basic financial statements are the responsibility of the Cameron Parish Clerk of Court's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

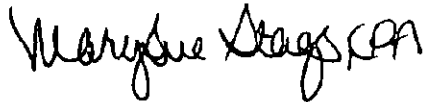
We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the aggregate remaining fund information of the Cameron Parish Clerk of Court as of June 30, 2009, and the respective changes in financial position thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Court's basic financial statements. The required supplementary information, as listed in the table of contents, is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. This required supplemental information is the responsibility of the Cameron Parish Clerk of Court's management. It has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects when considered in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 31, 2009, on our consideration of the Cameron Parish Clerk of Court's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

The accompanying supplemental information listed in the table of contents under Supplementary Information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

A handwritten signature in black ink that reads "Mary Sue Stages, CPA". The signature is written in a cursive, flowing style.

Mary Sue Stages, CPA  
A Professional Accounting Corporation  
December 31, 2009

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**REQUIRED SUPPLEMENTARY INFORMATION**  
**(PART 1 OF 2)**

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**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2009**

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Management's discussion and analysis (MD&A) is a required element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in Statement No. 34. Its purpose is to provide an overview of the financial activities of the Court based on currently known facts, decisions and/or conditions.

## **OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION**

These financial statements are comprised of three components – (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplementary information contained in this report provided for additional information.

**Government-wide Financial Statements.** The government-wide financial statements present financial information for all activities of the Court from an economic resource measurement focus using the accrual basis of accounting. These provide both short-term and long-term information about the Court's overall financial status. They include a statement of net assets and statement of activities.

*Statement of Net Assets.* This statement presents information on all of the Court's assets and liabilities with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Court is improving or not.

*Statement of Activities.* This statement presents information showing how the Court's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Court's financial reliance on general revenues.

The government-wide financial statements can be found on pages 9-10 of this report.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Court uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Court has only one category of funds: governmental funds.

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the Court's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.



**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2009**

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Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provides reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints.

Governmental funds of the Court include a general fund, and the fund financial statements can be found on pages 12-16 of this report.

A budgetary comparison schedule is included for governmental funds under required supplementary information – part 2 of 2. This schedule indicates the Court's compliance with its adopted and final revised budgets.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

*The index of the notes is found on page 18 with the actual notes beginning immediately afterwards.*

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Court's budgetary comparisons on page 30.

## **FINANCIAL ANALYSIS OF THE COURT**

Net assets are an indicator of the Court's financial position from year to year. A summary of net assets follows.

### **SUMMARY OF NET ASSETS Governmental Activities**

	<u>2009</u>	<u>2008</u>
<b>Assets</b>		
Current assets	\$ 373,318.50	\$ 496,344.10
Other assets	100,000.00	100,000.00
Capital assets, net	<u>4,535.87</u>	<u>12,012.93</u>
Total Assets	477,854.37	608,357.03
 <b>Liabilities</b>		
Current liabilities	5,127.15	6,687.53

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2009**

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	<u>2009</u>	<u>2008</u>
<b>Net Assets</b>		
Invested in capital assets, net of accumulated depreciation and related debt	\$ 4,535.87	\$ 12,012.93
Unrestricted	<u>468,191.35</u>	<u>589,656.57</u>
Net Assets	<u>472,727.22</u>	<u>601,669.50</u>

A summary of changes in net assets is as follows:

**SUMMARY OF CHANGES IN NET ASSETS  
Governmental Activities**

	<u>2009</u>	<u>2008</u>
<b>Revenues</b>		
Charges for services	\$ 666,056.28	\$ 898,425.21
General revenues:		
Interest earned	7,769.77	23,349.24
Other revenues	<u>2,752.42</u>	<u>7,109.65</u>
Total Revenues	<u>676,578.47</u>	<u>928,884.10</u>
<b>Expenses</b>		
General government	<u>805,520.75</u>	<u>849,127.20</u>
Change in net assets	(128,942.28)	79,756.90
Net assets, beginning	<u>601,669.50</u>	<u>521,912.60</u>
Net assets, ending	<u>472,727.22</u>	<u>601,669.50</u>

**BUDGETARY HIGHLIGHTS**

The Court received \$6,342 less in revenues than it anticipated during the current year. At the same time, expenditures were \$6,438 less than budgeted amounts. The most significant cause was decreased recording fees. Overall, this resulted in a positive variance for the change in net assets of \$97.

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2009**

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**CAPITAL ASSET AND DEBT ADMINISTRATION**

*Capital Assets:* The Court's investment in capital assets, net of accumulated depreciation and related debt at June 30, 2009 and 2008, was \$4,536 and \$12,013, respectively. Capital assets at year-end are summarized as follows:

<b>CAPITAL ASSETS</b>		
<b>Net of Accumulated Depreciation</b>		
<b>Governmental Activities</b>		
	<u>2009</u>	<u>2008</u>
<b>Depreciable Assets</b>		
Equipment and furniture	<u>\$ 4,535.87</u>	<u>\$ 12,013.00</u>

*Long-Term Debt:* The Court currently has no long-term debt.

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Court's finances, comply with finance-related laws and regulations and demonstrate the Court's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting the Cameron Parish Clerk of Court, P. O. Box 549, Cameron, Louisiana 70631, (337) 775-5316.

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## **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

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**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
STATEMENT OF NET ASSETS  
JUNE 30, 2009**

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	Governmental <u>Activities</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 338,381.75
Receivables:	
Accounts, net	34,936.75
Investments	100,000.00
Capital assets, net	<u>4,535.87</u>
 Total Assets	 477,854.37
 <u>LIABILITIES</u>	
Accounts payable	1,171.35
Due to other funds	<u>3,955.80</u>
 Total Liabilities	 5,127.15
 <u>NET ASSETS</u>	
Invested in capital assets, net of related debt	4,535.87
Unrestricted	<u>468,191.35</u>
 Total Net Assets	 <u><u>472,727.22</u></u>

See Accompanying Notes and Auditors' Report

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2009**

<u>Functional/Programs</u>	<u>Program Revenues</u>				<u>Net Revenues (Expenses)</u>
	<u>Expenses</u>	<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<b>Governmental Activities</b>					
General government	\$ 805,520.75	\$ 638,780.48	\$ -	\$ -	\$ (166,740.27)
Intergovernmental	-	27,275.80	-	-	27,275.80
Total Governmental Activities	805,520.75	666,056.28	-	-	(139,464.47)
<b>General Revenues</b>					
Interest earnings					7,769.77
Other revenues					2,752.42
Total General Revenues					10,522.19
Change in Net Assets					(128,942.28)
Net Assets, beginning					601,669.50
Net Assets, ending					472,727.22

See Accompanying Notes and Auditors' Report

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## **FUND FINANCIAL STATEMENTS**

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**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2009**

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	<u>General Fund</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 338,381.75
Receivables:	
Accounts, net	34,936.75
Investments	<u>100,000.00</u>
Total Assets	<u><u>473,318.50</u></u>
<u>LIABILITIES AND FUND BALANCES</u>	
Liabilities:	
Accounts payable	1,171.35
Due to other funds	<u>3,955.80</u>
Total Liabilities	5,127.15
Fund Balances:	
Unreserved, undesignated	<u>468,191.35</u>
Total Liabilities and Fund Balances	<u><u>473,318.50</u></u>

See Accompanying Notes and Auditors' Report



**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE GOVERNMENT-WIDE STATEMENT OF NET ASSETS  
JUNE 30, 2009**

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Total Fund Balances - Total Governmental Funds	\$ 468,191.35
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Amounts reported for governmental activities in the  
Statement of Net Assets are different because:

Capital assets used in governmental activities are not current  
financial resources and, therefore, are not reported in the  
Governmental Funds Balance Sheets. This is the capital  
assets, net of accumulated depreciation, reported on the  
Statements of Net Assets.

<u>4,535.87</u>
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Total Net Assets - Governmental Activities
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<u><u>472,727.22</u></u>
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See Accompanying Notes and Auditors' Report

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2009**

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	<u>General Fund</u>
<u>REVENUES</u>	
Intergovernmental revenues	\$ 27,275.80
Charges for services:	
Court costs and fees	163,536.53
Certified copies and data processing	149,443.95
Licenses	715.00
Recording fees	325,085.00
Interest earned	7,769.77
Other revenues	<u>2,752.42</u>
 Total Revenues	 676,578.47
 <u>EXPENDITURES</u>	
General government	796,959.74
Capital outlay	<u>1,083.95</u>
 Total Expenditures	 <u>798,043.69</u>
 Change in Fund Balances	 (121,465.22)
 Fund Balances, beginning	 <u>589,656.57</u>
 Fund Balances, ending	 <u><u>468,191.35</u></u>

See Accompanying Notes and Auditors' Report

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCES TO THE  
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2009**

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Net Change in Fund Balances - Total Governmental Funds \$ (121,465.22)

Amounts reported for governmental activities in the  
Statement of Activities are different because:

Governmental funds report capital outlays as expenditures.  
However, in the Statement of Activities, the cost of those  
assets is allocated over their estimated useful lives as  
depreciation expense. This is the amount by which  
depreciation charged differed from capital outlay in the  
current period.

(7,477.06)

Change in Net Assets - Governmental Activities

(128,942.28)

See Accompanying Notes and Auditors' Report

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
JUNE 30, 2009**

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	<u>Agency Funds</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 3,763,000.57
Due from other funds	3,955.80
Investments	<u>100,000.00</u>
Total Assets	<u><u>3,866,956.37</u></u>
<u>LIABILITIES</u>	
Unsettled deposits and other payables	<u>3,866,956.37</u>
Total Liabilities	<u><u>3,866,956.37</u></u>

See Accompanying Notes and Auditors' Report

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## **NOTES TO FINANCIAL STATEMENTS**

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**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
INDEX TO NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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INTRODUCTION

The Cameron Parish Clerk of Court (hereinafter referred to as the Court), as provided by Article V, Section 28 of the Louisiana Constitution of 1974, serves as the ex-officio notary public; the recorder of conveyances, mortgages and other acts; and has other duties and powers provided by law. The Clerk of Court is elected for a four-year term.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting practice of the Cameron Parish Clerk of Court conforms to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies:

**Financial Reporting Entity:** Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Cameron Parish Police Jury is the financial reporting entity for Cameron Parish. The Court, therefore, is considered a component unit of the Cameron Parish Police Jury. It has been determined that the financial statements of the Police Jury would be misleading if data of the Court is not included because of the nature or significance of the relationship. The accompanying financial statements, however, present only the transactions of the Cameron Parish Clerk of Court.

**Government-wide Accounting:** In accordance with Government Accounting Standards Boards Statement No. 34, the Court has presented a statement of net assets and statement of activities for the Court as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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Policies specific to the government-wide statements are as follows:

*Eliminating Internal Activity*

Interfund receivables and payable are eliminated in the statement of net assets except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses, from one function to another or within the same function, is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

*Application of FASB Statements and Interpretations*

Reporting on governmental-type and business-type activities is based on FASB Statements and Interpretations issued after November 30, 1989, except where they conflict or contradict GASB pronouncements.

*Capitalizing Assets*

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net assets.

Using the requirements of GASB Statement No. 34, the Court is considered a Phase 3 government, as its total annual revenues are less than \$10 million. Such governments are not required to report major general infrastructure assets retroactively. The Court does not have any infrastructure assets and has opted not to retroactively report these types of capital assets.

*Program Revenues*

The Statement of Activities presents three categories of program revenues – (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Court. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are reserved for a specific use.

*Indirect Expenses*

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Court has chosen not to do so.



**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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*Operating Revenues*

Proprietary funds separately report operating and non-operating revenues.

*Reserved Net Assets*

Reserved net assets are those for which a constraint has been imposed either externally or by law. The Court recognizes the use of reserved resources for expenditures that comply with the specific restrictions. Reserved resources are exhausted before unreserved net assets are used.

**Fund Accounting:** The Court uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate entity with a self-balancing set of accounts. Funds of the Court are classified under two categories: governmental and fiduciary. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

**Governmental Funds:** Governmental funds account for all or most of the Court's general activities, including the collection and disbursement of specific or legally reserved monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the Court include:

1. General – accounts for all activities not required to be reported in another fund.

**Fiduciary Funds:** These fund types are used to account for assets held in trust for third-party individuals, private organizations and/or other governmental units/funds. Fiduciary funds include:

1. Agency Funds – The Advance Deposit and Registry of Court agency funds account for assets held by the Court as an agent for others, are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, accounts for advance deposits on suits filed by litigants. The advances are refundable to the litigants after all costs have been paid.

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, accounts for funds that have been ordered by the Court to be held until judgment has been rendered in court litigation. Withdrawal of these funds can be made only upon order of the Court.

**Basis of Accounting/Measurement Focus:** In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental and business-type activities are included in the statement of net assets. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

**Budgets and Budgetary Accounting:** The Court adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. Appropriations lapse at year-end. There were amendments made to the budget during the fiscal year ended June 30, 2009.

**Cash and Cash Equivalents:** Cash includes amounts in demand deposits, interest bearing demand deposits and time certificates. Cash equivalents include amounts in investments with original maturities of 90 days or less. Under state law, the Court may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

**Investments:** Investments are limited by Louisiana Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value with the corresponding increase or decrease reported in investment earnings.

**Inventory:** Inventory of the Court includes only office supplies, the amount of which is considered immaterial. Therefore, the acquisition of such items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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**Receivables:** Trade receivables are recorded at management's estimate of the amount that is expected to be collected. This is based in part on historical information. There is no allowance recorded in the accompanying financial statements as management expects 100% of its outstanding receivables to be collected. Revenues become susceptible to accrual when they become both measurable and available.

**Use of Estimates:** The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Capital Assets:** The Court's assets are recorded at historical cost. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows: equipment and furniture – 5-7 years.

In June 1999, the GASB issued Statement No. 34 which requires the inclusion of infrastructure assets used in governmental activities in the basic financial statements retroactively reported back to 1982. An exception exists for local governments with annual revenues of less than \$10 million. As a result of this exception, the Court has elected to not report its governmental infrastructure retroactively. From this point forward, the Court will use the basic approach to infrastructure reporting for its governmental activities when applicable.

**Compensated Absences:** The Court has the following policy relating to vacation and sick leave:

*Vacation leave* – All full-time employees of the Court earn vacation leave at a rate of 2 to 5 weeks each year, depending upon their length of service. Vacation must be used in the year earned.

*Sick leave* – Sick leave is earned at a rate of one to one and one-half days per month, depending upon their length of service. Sick leave may be carried forward from year to year.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as current year expenditures in the General Fund when leave is actually earned

**Long-Term Obligations:** In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability on the statement of net assets. In the fund financial statements, however, debt principal payments of governmental funds are recognized as expenditures when paid.

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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**Net Assets/Fund Balances:** In the statements of net assets, the difference between a government's assets and liabilities is recorded as net assets. The three components of net assets are as follows:

*Invested in Capital Assets, Net of Related Debt*

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

*Restricted Net Assets*

Net assets that are reserved by external sources, such as banks or by law, are reported separately as restricted net assets. When assets are required to be retained in perpetuity, these non-expendable net assets are recorded separately from expendable net assets. These are components of restricted net assets.

*Unrestricted Net Assets*

This category represents net assets not appropriable for expenditures or legally segregated for a specific future use.

In the Balance Sheet of governmental funds, fund balances are segregated as follows:

*Reserved*

These resources are segregated because their use is earmarked for a specific use.

*Unreserved*

This category represents that portion of equity not appropriable for expenditures or legally segregated for a specific future use.

**Inter-fund Transactions:** All interfund transactions except quasi-external transactions are reported as operating transfers. These are eliminated in the government-wide statements.

**NOTE 2 – CASH AND CASH EQUIVALENTS**

At June 30, 2009, the Court had cash and cash equivalents (book balances) totaling \$4,101,382.32 as follows:

Petty cash	\$ 100.00
Interest-bearing demand deposits	3,901,282.32
Time deposits	<u>200,000.00</u>
Total	<u>4,101,382.32</u>

Of this amount, \$3,763,000.57 is held by the Advance Deposit and Registry of Court Funds.

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

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These deposits are stated at cost, which approximates market. Under state law, they must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding, or custodial bank that is mutually acceptable to both parties.

Not all of the deposits of the Court are covered by insurance (FDIC) or collateralized with securities that are held by the entity in the entity's name or registered in the entity's name. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand even though the pledged securities are considered uncollateralized under the provision of GASB Statement 3. There are no funds exposed to custodial credit risk at June 30, 2009.

**NOTE 3 – INVESTMENTS**

Investments at June 30, 2009, are as follows:

<u>Type of Investment</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Carrying Amount</u>
Certificates of deposit	<u>\$ 200,000.00</u>	<u>\$ 200,000.00</u>	<u>\$ 200,000.00</u>

These investments are maintained by both the Court's agency funds and the general fund - \$100,000 each. All investments of the Court are insured.

**NOTE 4 – RECEIVABLES**

The net receivables, with the exception of inter-fund transactions, at June 30, 2009, are as follows:

Charges for services	<u>\$ 34,936.75</u>
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**NOTE 5 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2009, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Capital Assets, being depreciated				
Furniture & Equipment	\$ 99,385.15	\$ 1,083.95	\$ .00	\$ 100,469.10
Less: accumulated depreciation	<u>87,372.22</u>	<u>8,561.01</u>	<u>.00</u>	<u>95,933.23</u>
Net Furniture & Equipment	<u>12,012.93</u>	<u>(7,477.06)</u>	<u>.00</u>	<u>4,535.87</u>

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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All depreciation expense was charged to governmental activities.

**NOTE 6 – ACCOUNTS AND OTHER PAYABLES**

The payables, with the exception of interfund and intergovernmental transactions, of \$1,171.35 at June 30, 2009, are as follows:

Accounts	<u>\$ 1,171.35</u>
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Fiduciary funds had unsettled deposits and other payables due of \$3,866,956.37 at June 30, 2009.

**NOTE 7 – INTERFUND TRANSACTIONS**

Interfund transactions during the year were as follows:

	<u>Governmental Funds</u>	<u>Fiduciary Funds</u>
Due from General Fund	\$ .00	\$ 3,955.80
Due to Advance Deposit Fund	<u>3,955.80</u>	<u>.00</u>
Total	<u>3,955.80</u>	<u>3,955.80</u>

**NOTE 8 – INTERGOVERNMENTAL TRANSACTIONS**

Intergovernmental revenues of the general fund for the year ended June 30, 2009, was as follows:

State supplement	\$ 18,180.00
La. Dept. of Elections	<u>9,095.80</u>
Total	<u>27,275.80</u>

**NOTE 9 – ON-BEHALF PAYMENTS**

Certain operating expenditures of the Court are paid by the Cameron Parish Police Jury and are not included in the accompanying financial statements.

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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**NOTE 10 – LEASES**

*Operating Leases.* There are no operating leases reported in the accompanying financial statements.

*Capital Leases.* The Court has no capital leases.

**NOTE 11 – PENSION PLAN**

Substantially all employees of the Cameron Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund, a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final average salary. Final average salary is the employee's average salary over 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

*Funding Policy.* State statute requires that plan members contribute 8.25% of their annual covered salary. The Court is required to contribute at an actuarially determined rate. The current rate is 11.75% of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial evaluation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Clerk of Court's contributions to the system for the years ending June 30, 2009, 2008 and 2007, were \$51,291, \$49,203 and \$61,477, respectively, equal to the required contributions for each year.

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009**

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**NOTE 12 – DEFERRED COMPENSATION PLAN**

All of the employees of the Court are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 25% of their salary (not to exceed \$8,000 per year) to the plan on a pre-tax basis. The contributions are withheld from the employee's paycheck and the Court matches up to \$300 per month for each employee. The contributions are fully vested immediately and are remitted to a third-party administrator each payday where they are deposited to an account in the employee's name. The Clerk of Court does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the year ended June 30, 2009, the Court's matching funds totaled \$17,721.

**NOTE 13 – OTHER POSTEMPLOYMENT BENEFITS**

The Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Court's employees become eligible for these benefits if they reach normal retirement age while working for the Court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employees and the Court. The Court recognizes the cost of providing these benefits (the Court's portion of the premiums) as expenditure when the monthly premiums are due. Currently, there are no retirees participating in this program.

**NOTE 14 – RELATED PARTY TRANSACTIONS**

There were no related party transactions that require disclosure in the accompanying basic financial statements.

**NOTE 15 – LITIGATION**

There is no litigation that would require disclosure in the accompanying basic financial statements.

**NOTE 16 – SUBSEQUENT EVENTS**

There were no events between the close of the year through issuance of this report that would materially impact these basic financial statements.



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**REQUIRED SUPPLEMENTARY INFORMATION**  
**(PART 2 OF 2)**

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**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
YEAR ENDED JUNE 30, 2009**

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Intergovernmental revenues	\$ 36,000.00	\$ 27,923.00	\$ 27,275.80	\$ (647.20)
Charges for services:				
Court costs and fees	175,800.00	167,675.00	163,536.53	(4,138.47)
Certified copies and data processing	227,450.00	147,874.00	149,443.95	1,569.95
Licenses	800.00	720.00	715.00	(5.00)
Recording fees	458,000.00	330,284.00	325,085.00	(5,199.00)
Interest earned	23,350.00	6,200.00	7,769.77	1,569.77
Other revenues	7,100.00	2,244.00	2,752.42	508.42
Total Revenues	928,500.00	682,920.00	676,578.47	(6,341.53)
<u>EXPENDITURES</u>				
General government	841,000.00	803,398.05	796,959.74	6,438.31
Capital outlay	13,800.00	1,083.95	1,083.95	-
Total Expenditures	854,800.00	804,482.00	798,043.69	6,438.31
Change in Fund Balances	73,700.00	(121,562.00)	(121,465.22)	96.78
Fund Balances, beginning	589,656.57	589,656.57	589,656.57	-
Fund Balances, ending	663,356.57	468,094.57	468,191.35	96.78

See Auditors' Report

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## **SUPPLEMENTARY INFORMATION**

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**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
COMBINING STATEMENT OF FIDUCIARY NET ASSETS  
AGENCY FUNDS  
JUNE 30, 2009**

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	Advance Deposit <u>Fund</u>	Registry of Court <u>Fund</u>	<u>Total</u>
<u>ASSETS</u>			
Cash and cash equivalents	\$ 118,672.67	\$ 3,644,327.90	\$ 3,763,000.57
Due from other funds	3,955.80	-	3,955.80
Investments	100,000.00	-	100,000.00
	<hr/>		
Total Assets	222,628.47	3,644,327.90	3,866,956.37
	<hr/>		
<u>LIABILITIES</u>			
Unsettled deposits and other payables	222,628.47	3,644,327.90	3,866,956.37
	<hr/>		
Total Liabilities	222,628.47	3,644,327.90	3,866,956.37
	<hr/>		

See Auditors' Report

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS  
AGENCY FUNDS  
YEAR ENDED JUNE 30, 2009**

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	Advance Deposit <u>Fund</u>	Registry of Court <u>Fund</u>
Unsettled deposits, beginning of year	\$ 203,362.78	\$ 1,389,661.57
Additions:		
Interest earned	817.18	8,609.78
Suits and successions	218,801.93	2,254,010.69
	<hr/>	<hr/>
Total Additions	219,619.11	2,262,620.47
Reductions:		
Clerk of Court's costs	109,543.98	-
Interest paid	1,097.86	-
Settlement to litigants/court-ordered	44,208.45	7,954.14
Sheriff's fees	22,196.54	-
Other reductions	23,306.59	-
	<hr/>	<hr/>
Total Reductions	200,353.42	7,954.14
	<hr/>	<hr/>
Unsettled deposits, end of year	222,628.47	3,644,327.90
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See Auditors' Report

**MARY SUE STAGES, CPA  
A PROFESSIONAL ACCOUNTING CORPORATION**

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*Louisiana Society of Certified Public Accountants  
American Institute of Certified Public Accountants  
Association of Governmental Accountants  
Governmental Audit Quality Control Center*

**REPORT ON COMPLIANCE AND OTHER MATTERS AND ON  
INTERNAL CONTROL OVER FINANCIAL REPORTING  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Honorable Carl Broussard  
Cameron Parish Clerk of Court  
P. O. Box 549  
Cameron, Louisiana 70631

We have audited the accompanying basic financial statements of the Cameron Parish Clerk of Court as of June 30, 2009, and for the year then ended, and have issued our report thereon dated December 31, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Cameron Parish Clerk of Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Cameron Parish Clerk of Court's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Cameron Parish Clerk of Court's internal control over financial reporting.

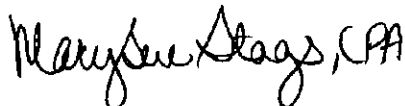
Accordingly, we do not express an opinion on the effectiveness of the Cameron Parish Clerk of Court's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the governmental agency's ability to initiate, authorize, record, process or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement on the agency's financial statements that is more than inconsequential will not be prevented or detected by the agency's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the governmental agency's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the Cameron Parish Police Jury, the Legislative Auditor and others within the entity and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in black ink that reads "Mary Sue Stages, CPA". The signature is written in a cursive, flowing style.

Mary Sue Stages, CPA  
A Professional Accounting Corporation  
December 31, 2009

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
SCHEUDLE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2009**

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We have audited the financial statements of the Cameron Parish Clerk of Court as of and for the year ended June 30, 2009, and have issued our report thereon dated December 31, 2009. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2009, resulted in an unqualified opinion.

**Section I      Summary of Auditor's Reports**

**A.   Report on Compliance and Internal Control Material to the Financial Statements**

Compliance	Control Deficiency (ies)   ■ No
	Material Weakness        ■ No
Internal Control	Control Deficiency (ies)   ■ No
	Material Weakness        ■ No

**B.   Federal Awards**

N/A

**C.   Identification of Major Programs**

N/A

**Section II      Financial Statement Findings**

None

**Section III     Federal Award Findings and Questioned Costs**

None



**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
SCHEDULE OF PRIOR YEAR FINDINGS  
YEAR ENDED JUNE 30, 2009**

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**Section I      Internal Control and Compliance Material to the Financial Statements**

None

**Section II      Compliance and Internal Control Material to Federal Awards**

None

**Section III      Management Letter**

N/A

**CAMERON PARISH CLERK OF COURT  
CAMERON, LOUISIANA  
MANAGEMENT'S CORRECTIVE ACTION PLAN  
YEAR ENDED JUNE 30, 2009**

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**Section I      Internal Control and Compliance Material to the Financial Statements**

N/A

**Section II      Internal Control and Compliance Material to Federal Awards**

N/A

**Section III      Financial Statement Findings**

N/A

**Section IV      Management Letter**

N/A